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ORD-2202-76

7 OCT 1976

MEMORANDUM FOR: ORD Management Advisory Group

SUBJECT : Administrative Procedures Study

1. At its 15 September meeting, the ORD Career Service Panel (CSP) discussed the Administrative Procedures Study (ORD-1673-76) that was done by the ORD Management Advisory Group (MAG). The MAG is to be commended for its handling of that assignment. The Panel recognizes the difficulty of that task and the amount of time that MAG spent preparing such an excellent report. There was unanimous agreement among CSP members that the problem areas identified are indeed the major ones. The suggested solutions, however, gave rise to a variety of counter-proposals and to a broad ranging discussion of the advisability of making major changes at a time when decisions are imminent in regard to the organizational structure of the Agency.

2. The Panel doesn't know what the organization decisions will be and, therefore, cannot predict how, if at all, ORD might be affected. It is known, however, that the DD/S&T wants ORD to reduce the number of funded projects. Since planned levels of funding are to be continued, the result will be fewer but larger contracts. The DD/S&T also wants ORD to concentrate on enhancing the levels of technical expertise of assigned scientists and engineers. It would appear that these changes will impact on the planning and budgeting process, but the extent of the impact is unknown. In view of these pending changes, the Panel feels that modifications, at this time, to the budgeting processing and to the Project Review Board procedures would be inappropriate. Thus, decisions on those topics were deferred to a later date.

3. Among the areas of concern to the MAG is one--that of program evaluation--which will require attention regardless of what else occurs. The need for product evaluation is recognized not only by ORD Management but also in annual audit reports from the Inspector General. The Career Service Panel, therefore, wishes the Management Advisory Group to consider

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the question of program evaluations and asks that the MAG develop and recommend to the panel one or more methods by which ORD can satisfy the need for product evaluations that are both objective and meaningful. A preliminary report is requested for the December CSP meeting with the final report requested for the April 1977 CSP meeting. The MAG Chairman should be prepared to give interim reports at each CSP meeting between December and April.



Chairman  
ORD/CSP

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